

**DUE DATE**  
**March 1, 2013**

**STATEMENT OF PERSONAL PROPERTY**  
Subject to Assessment January 1, 2013

**2013**

**Who Must File?** Every person, firm, or corporation as defined in Section 70.35 Wis. Statutes receiving from the assessor a return of personal property, must submit the return to the assessor on or before March 1. This return is confidential and is not available for public inspection.

**Failure to File:** If you fail to file, the assessor must estimate the value of your property using the best information available. In addition, you shall be denied any right of abatement by the board of review, under Section 70.35(4), Wis. Statutes.

**Property Owner:** (or in charge as agent, consignee, or other representative capacity)  
↓

Account Number \_\_\_\_\_

Property Address \_\_\_\_\_

Engaged in Business of \_\_\_\_\_

☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ LLP

FEIN # \_\_\_\_\_

**New Owner** Name \_\_\_\_\_

Situs Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_

**FOR ASSISTANCE IN COMPLETING THIS FORM,  
YOU MAY CONTACT THE ASSESSOR.**

☐ Town  
☐ Village of }  
☐ City

County of \_\_\_\_\_

School District	TID #
Assessor	

Type of Change ☐ Discontinued ☐ Sold  
☐ Incorporated ☐ Moved

Date of Change \_\_\_\_\_

**Schedule A**

**SUMMARY OF PERSONAL PROPERTY AS OF JANUARY 1, 2013**

Schedule A is the summary of all taxable personal property from Schedules B through H. The total of column 3 is your declaration of personal property subject to tax within this municipality. **Do not write "SALY" for Same As Last Year;** forms must be filled out completely. Note that Schedule D-1, exempt computer equipment and software, cash registers and single-function fax machines, is excluded from TOTAL ASSESSABLE.

Column 1 Property Description	Column 2 Subtotals	Values ↓ Column 3 Totals	C O D E	Column 4 LEAVE BLANK
1. Boats & Other Watercraft (from Schedule B)			1	
2. Machinery, Tools & Patterns (from Schedule C)			2	
3. Furniture, Fixtures & Office Equipment (from Schedule D)				
5. Multifunction Fax Machines, Postage Meters, Copiers & Phone Systems (from Sch. D-2)				
6. TOTAL OF LINES 3 and 5			3	
7. Leased Equipment (Property in charge of but not owned from Sch. F)				
8. Supplies (from Schedule G)				
9. All Other Personal Property (from Schedule H)				
10. TOTAL OF LINES 7, 8, AND 9			4A	
11. Building on Leased Land (from Schedule E)			4B	
<b>TOTAL ASSESSABLE</b> (TOTAL OF LINES 1, 2, 6, 10 AND 11)				

4. EXEMPT Computer Equipment & Software ... (from Schedule D-1)				
---	--	--	--	--

Please report the total from Schedule D-1 from the 2012 PA-003 →

I hereby declare all information given is true and correct for all the personal property for which I am subject to assessment and which was owned by me or held in my possession on January 1, 2013.

Owner's Name (please print)	Signature & Date	Preparer's Name (please print)	Signature & Date
Owner's Full Address		Preparer's Full Address	
Owner's Phone Number ( )	Fax Number	Preparer's Phone Number ( )	Fax Number
E-mail		E-mail	

**Schedule B**  
**BOATS AND WATERCRAFT**

Schedule B is for reporting boats and watercraft not exempt. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at [www.revenue.wi.gov/report/p.html#personal](http://www.revenue.wi.gov/report/p.html#personal).

Column 1 Property Description	Column 2 Year Acquired	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
<b>Total Declared Value</b>					

Use additional sheets if necessary.

*Enter Col. 5 Total on  
Sch. A, Line 1, Col. 3*

**Schedule C**  
**MACHINERY, TOOLS AND PATTERNS**

Report all machinery and shop equipment. Take the costs shown from your accounting records. Any variation from information contained in your income tax return must be explained by letter or schedule. Summarize the original asset costs by acquisition year as of January 1 of last year. Enter these costs in column 2. Enter any additions or deletions by acquisition year in column 3.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 (Column 2 +/- Column 3)	Column 5 Conver- sion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2012				.925		
2011				.802		
2010				.688		
2009				.585		
2008				.517		
2007				.443		
2006				.387		
2005				.339		
2004				.295		
2003				.250		
Prior to '03				.138		
<b>Totals</b>						

*Enter Col. 6 Total on  
Sch. A, Line 2, Col. 3*

**Schedule D**  
**FURNITURE, FIXTURES AND OFFICE EQUIPMENT**

Report such assets as office, store and professional furniture, fixtures and equipment, business and professional libraries, and other assets related to the sales and administration of your business. Original Cost per column 4, Schedule D should contain all costs of installation and freight, add-ons, and sales tax.

Column 1 Year Assets Acquired	Column 2 Total Original Installed Cost as of January 1, 2012	Column 3 Additions, Disposals, and Transfers at Cost Since Jan. 1, 2012	Column 4 Net Total Original Installed Cost as of Jan. 1, 2013 (Column 2 +/- Column 3)	Column 5 Conver- sion Factor 10 yr.	Column 6 Indexed Net Value (Full Value) on January 1, 2013 (Column 4 x Column 5)	Column 7 LEAVE BLANK
2012				.925		
2011				.802		
2010				.688		
2009				.585		
2008				.517		
2007				.443		
2006				.387		
2005				.339		
2004				.295		
2003				.250		
Prior to '03				.138		
<b>Totals</b>						

*Enter Col. 6 Total on  
Sch. A, Line 3, Col. 2*

**Do Not Report Custom Software.** Report mainframe computers, minicomputers, personal computers, networked personal computers, servers, terminals, monitors, disk drives, electronic peripheral equipment, tape drives, printers, basic operational programs, systems software, prewritten software, ATMs, cash registers, and single function fax machines.

Total leased equipment from Schedule F, Column 7 .....

**NOTE:** Per Section 70.36(1m) Any person, firm or corporation that fails to include information on property that is exempt under s. 70.11(39) and (39m) on the report under s. 70.35 shall forfeit \$10 for every \$100 or major fraction thereof that is not reported.

Schedule D-2

Report all multifunction fax machines, copiers, postage meters, telephone systems (PBXs), and equipment with embedded computerized components.

**Enter Col. 6 Total on  
Sch. A, Line 5, Col. 2**

Report buildings, structures, and other improvements which you own, but which are located on land that you do not own. They will be valued in the same manner as improvements located on land that is owned by you. Enter your opinion of value in column 4.

**Enter Col. 4 Total on  
Sch. A, Line 11, Col. 3**

**Schedule F**  
**LEASED EQUIPMENT (Property in Charge of But Not Owned)**

Report all leased equipment such as business furniture, fixtures, equipment, machines, postage meters, tools, or advertising devices and similar items loaned, leased, stored or otherwise held and not owned by you. These items may or may not be assessed to you. Frequently, leases state whether the owner or the lessee is responsible for the personal property taxes. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at [www.revenue.wi.gov/report/p.html#personal](http://www.revenue.wi.gov/report/p.html#personal). Factors for computer equipment can be found on Schedule D-1.

Column 1 Name and Address of Leasing Company*	Column 2 Type of Equipment and Lease No.	Column 3 Gross Annual Rent	Column 4 Year Installed	Column 5 Original Cost	Column 6 Indexed Value Taxable Equipment	Column 7 Indexed Value Computer	Column 8 LEAVE BLANK
-----							
-----							
-----							
-----							
-----							
-----							
-----							

\* Leasing Companies: To avoid duplication of assessment, provide the same information requested on this schedule including name and location of lessees.

**Totals**

Enter Col. 6  
Total on Sch. A,  
Line 7, Col. 2

Enter Col. 7 Total on  
Sch. D-1 on page 3,  
near bottom of Col. 6

**Schedule G**  
**SUPPLIES**

Report your supplies inventory. Supplies include items which are expensed, not subject to resale, but are necessary in the conduct of business, are consumed in the operations of providing customer services. Supplies are items such as those used for selling and advertising, office, shipping, medical, dental, janitorial and cleaning, in your possession on January 1.

January 1, 2013 Supplies Inventory .....	\$
--	----

Enter amount on Sch. A, Line 8, Col. 2

**Schedule H**

**ALL OTHER PERSONAL PROPERTY, LEASEHOLD IMPROVEMENTS, SIGNS, BILLBOARDS, VIDEO TAPES, LOGS & FOREST PRODUCTS, OTHER IMPROVEMENTS ON LEASED LAND (EXEMPT), FOREST CROP LAND, OR MANAGED FOREST LAND**

Report all leasehold improvements and other personal property not reported on a separate schedule. Leasehold improvements are any alterations, additions, or improvements, adding value, made by a tenant to leased or rented premises. Enter the total improvement cost in column 3. This schedule also includes logs and other forest products belonging to persons whose principal activity is not related to the buying, selling or manufacturing use of such property. Merchant's or manufacturing stock are exempt. Report improvements on leased land (exempt) and privately owned structures, billboards, or special taxed land. *Composite Conversion Factors* and a table of *Composite Useful Lives* on various equipment can be found at [www.revenue.wi.gov/report/p.html#personal](http://www.revenue.wi.gov/report/p.html#personal).

Column 1 Year Acquired	Column 2 Property Description	Column 3 Cost When Acquired	Column 4 Conversion Factor	Column 5 Declared Value January 1	Column 6 LEAVE BLANK
<b>Total</b>					

Use additional sheets if necessary.

Enter Col. 5 Total on  
Sch. A, Line 9, Col. 2

Please provide the following lease provisions:

- Term: From (MM/YR) \_\_\_\_\_ To (MM/YR) \_\_\_\_\_
- Square foot of leased area \_\_\_\_\_ S.F.
- Annual Rental \$ \_\_\_\_\_ Percentage Rental \_\_\_\_\_ %
- Rent includes (check any that apply): ☐ Electric ☐ Heat ☐ Real Estate Taxes ☐ Parking ☐ Common Area Maintenance  
☐ Other (describe) \_\_\_\_\_